

## DOMESTIC VIOLENCE AND SEXUAL ASSAULT SERVICE REPORTING FORM INSTRUCTIONS

The term “Subgrantee” refers to the program receiving FVPSA grant funds.

Reporting Period--Quarter in which the subgrantee is reporting statistical information.

The statistics provided for this report must reflect the subgrantee’s entire program for domestic violence and sexual assault services and all victims served, regardless of the funding source utilized to provide the service. It is not grant project specific.

First, the subgrantee should decide whether to count a person as a new, continuing, or returning victim:

New--first time victim has ever been seen by the subgrantee.

Continuing--victim counted in the previous reporting period and who is still receiving services during the current reporting period.

Returning--victim documented as receiving services in a reporting period other than the one directly preceding it and is returning for further services during this reporting period, e.g. victim has not had contact with the program since September and in June calls for additional services.

Second, the subgrantee should determine whether to count a person in the domestic violence (DV) category, the sexual assault (SA) category, or both if the person presents victimization of both crimes at intake. Once that decision is made, then that person must be counted in the same category(ies) throughout pages one through five of this report. Continuing victims will be counted in the same category(ies) as they were in the previous quarter. Victims who may have experienced both domestic violence and sexual assault will be counted only once in the “unduplicated number” sections.

For purposes of this form, “children” are defined as ANY individuals who are **under** 18 years of age.

**Total Number of Domestic Violence and Sexual Assault Victims Receiving Face-To-Face Services:** Enter total of new, continuing, and returning victims receiving **face-to-face** services during reporting period. This includes shelter services, but **not** transitional housing.

**Total Number of Domestic Violence and Sexual Assault Victims Receiving Shelter/Transitional Housing:** Enter number of new, continuing, and returning victims receiving shelter/transitional housing during this reporting period.

Shelter--includes shelter in a shelter facility, motel, safe home in the community, etc.

Transitional Housing--long-term shelter for victims, i.e. six to 12 months in housing provided by the subgrantee.

**Total Number of Victims Sheltered:** Combined total of new, continuing, and returning victims sheltered for the reporting period (shelter only, excluding transitional housing). Total should reconcile with the numbers reported in the section above.

**Total Number of Shelter Units:** Combined total of shelter units used by new, continuing, and returning victims during this reporting period. This represents the total number of days each victim stays at the shelter. For example, if a woman and her two children stay four days at the shelter, this would equal 12 service units (3 people x 4 days=12 units). Please show the total number of shelter units for all those sheltered during the quarter, excluding transitional housing.

**Total Number Referred to Another Shelter Program:** Victims referred to other shelter programs, e.g. another domestic violence or sexual assault program, homeless shelter, etc.

**Total Number Unable to Shelter Because:** Victims unable to be sheltered because 1) the shelter was full; 2) it was an inappropriate placement, i.e. does not meet subgrantee’s definition for appropriate shelter victim; or 3) the victim is on the subgrantee’s risk list. **Please note, in some cases an inappropriate placement will not fit in a category of SA/DV, therefore it should be recorded in the unduplicated number only.**



## DOMESTIC VIOLENCE AND SEXUAL ASSAULT SERVICE REPORTING FORM INSTRUCTIONS

### *Continued*

**Total Services Provided:** Enter the number of services received by domestic violence and sexual assault primary and secondary victims during this reporting period. Enter the total number of actual agency hours spent in providing each of the services counted. Do not duplicate the hours if services are provided for multiple victims.

**Use the following definitions when listing the total number of victims served in the categories under this heading:**

Primary victim—domestic violence victim abused as defined by the power and control wheel. Sexual assault victim as defined by acts in K.S.A. Ch. 21 Art. 35 and amendments thereto. Children are considered primary victims if they accompany parent for shelter or are attending group or counseling services.

Secondary victim--victim indirectly affected by the violence, i.e. grandparents, neighbors, significant other, etc., and who received face-to-face services from the subgrantee.

### **Service Definitions:**

Counseling--face-to-face counseling services including crisis intervention, emotional support, and guidance and counseling provided by advocates, counselors, or peers.

Follow-Up Contact--face-to-face, by telephone, or written communications provided to victims to offer emotional support, check on victim's progress, etc.

Individual Therapy--intensive professional mental health treatment provided to victims and family members by a current staff member who is licensed in Kansas to provide such services. **Do not** mark this category if the victim is referred to another agency to receive this service.

Group Treatment/Support--treatment or support in a group setting to include self-help, peer, social support, psycho/educational, etc.

Crisis Hotline Calls--crisis intervention provided to victims through a telephone service operated 24 hours a day, seven days a week.

Victim-Related Calls--information other than crisis intervention provided to victims through a telephone service operated 24 hours a day, seven days a week. This includes support, referrals, guidance, etc.

Information & Referral--information and referrals provided to victims in a **face-to-face** setting.

Criminal Justice Advocacy--support, assistance, and advocacy provided to victims at any stage of the criminal justice process, e.g. preliminary hearing, trial, sentencing, parole hearing, etc.

Emergency Financial Assistance--cash provided to a victim for transportation, rent, clothes, etc.

Civil Court Advocacy--support, assistance, and advocacy provided to victims during hearings

involving divorce, child custody, etc.

Compensation Claim Filings--provide victims with information on the Kansas program for compensation and assist them with completing applications, gathering necessary documentation, etc.

Personal Advocacy--assist victims with securing rights, remedies, and services from other agencies, i.e. employers, creditors, workers' compensation, welfare, etc.

PFA Orders--assist victims with the filing of this order in face-to-face setting.

Medical--accompaniment to seek and receive medical attention and forensic evidence collection.

PFS Orders--assist victims with the filing of a Protection From Stalking Order in a face-to-face setting.

Safety Planning--assist victim with assessing and formulating safety options.

Transportation--assist victim with transportation to appointments, etc. as needed. Add the total number of persons transported during these trips to obtain this figure, e.g. if a woman visits her doctor and takes her two children with her, this equals three transported.

Other--face-to-face services not previously listed which are provided to victims.

**Counseling Groups:** Provide the total number of counseling groups held specifically for adults during this reporting period (18 & older), and the total number of counseling groups held specifically for children during this reporting period (under 18).

**Public Presentations:** Number of presentations given during the reporting period by subgrantee staff, number of hours involved, and the number of participants at the presentations. This includes media presentations and interviews. Presentations that were for both domestic violence and sexual assault should be counted as .5 presentations in each category, the number of hours should be divided proportionally, and the number of participants can be duplicated if the participants heard information on both domestic violence and sexual assault.

**Staff Inservice Training:** Number of hours of training provided for subgrantee staff.

**Professional Training Provided:** Number of trainings provided by subgrantee staff, number of hours involved with trainings, and number of professionals (law enforcement officers, nurses, mental health workers, etc.) who attended the trainings. Trainings that were for both domestic violence and sexual assault should be counted as .5 trainings in each category, the number of hours should be divided proportionally, and the number of participants can be duplicated if the participants were trained on both domestic violence and sexual assault.

**Volunteer Training Provided:** Number of trainings provided for volunteers, number of hours involved with trainings, and number of subgrantee volunteers who attended the trainings. Trainings that were for both domestic violence and sexual assault should be counted as .5 trainings in each category, the number of hours should be divided proportionally, and the number of volunteers can be duplicated if the volunteers heard information on both domestic violence and sexual assault.

**Volunteer Use:** Enter the unduplicated number of volunteers who worked during the reporting period. Enter those hours in which a subgrantee volunteer provided face-to-face services. This does not include time while "on call" unless the volunteer is with a victim.



## DEMOGRAPHIC BREAKDOWN FORM INSTRUCTIONS (For New and Returning Victims Only)

This form will include the total number of all **new and returning** victims receiving any face-to-face service (including shelter, but excluding transitional housing) during this reporting period. **Victims receiving services on a continuing basis should not be counted anywhere on this page.**

**Age of Victims:** Enter the total number of **new and returning** victims under each of the appropriate age categories and break them down by gender.

**Race of Victims:** Enter the total number of **new and returning** victims under each of the appropriate race categories.

**Background of Victims:** Enter the total number of victims in each category who were abused as children or witnessed abuse during their childhood.

**Precipitating Incidents:** This is the incident that caused the **new or returning** victims to contact the subgrantee. Enter the total number of incidents where alcohol/drug involvement or weapons were used under all appropriate headings.

Weapon--number of victims, abusers, or both using a particular weapon during the precipitating incident. If the “body” was used, i.e. fists, feet, teeth, etc., it should be marked. The “other” category should be used if objects were used other than those listed above, i.e. telephone receiver, vase, shoe, etc.

Alcohol/Drug Involvement--number of victims, abusers, or both using alcohol or drugs during the incident.

Emergency Medical Intervention--number of victims, abusers, or both needing medical assistance as a result of the precipitating incident.

**Residency of Victims:** Enter the total number of **new and returning** victims under each of the residency categories.

In Subgrantee Service Area--represents number of **new and returning** victims who reside in the subgrantee’s program service area according to the KCSDV map.

Out of Subgrantee Service Area--represents number of **new and returning** victims who reside out of the subgrantee’s program service area according to the KCSDV map.

**Special Needs:** Enter the total number of **new and returning** victims under each of the special needs categories.

Physical--physical differences or differently-abled conditions of the victim.

Pregnant--self-explanatory.

Mental Health--any special mental health conditions, e.g. manic depressive, dual personality, etc.

Undocumented--victims who are not citizens of the United States.

Non-English Speaking--self-explanatory.

Other--any special needs not identified above.

**Number of Children:** Enter the number of children present and those who were physically or sexually abused during the precipitating incident.

**Law Enforcement Intervention:** Enter the number of precipitating incidents where law enforcement intervened.

**\*The total number of victims reported for Age of Victims, Race of Victims, and Residency should reconcile with the total number of new and returning victims reported on Page 1 for Face-To-Face services.**



**DOMESTIC VIOLENCE  
BATTERERS INTERVENTION AND TREATMENT FORM INSTRUCTIONS  
(For New and Returning Batterers Only)**

This form will include the total number of **new and returning** batterers represented in each of the listed categories during this reporting period. **Continuing batterers will not be counted.** Subgrantees that do not provide services to batterers should submit this form with an 'X' marked through it.

New--first time batterer has ever been seen by the subgrantee.

Returning--the batterer received services in the past but left the subgrantee and has returned for further services.

**Age of Batterers:** Enter the total number of **new and returning** batterers under each of the appropriate age categories and break them down by gender.

**Participation Status:**

Court Ordered--The batterer was ordered by the court to attend the subgrantee's program.

Voluntary--The batterer has voluntarily asked to receive services provided by the subgrantee.

**Race of Batterers:** Enter the total number of **new and returning** batterers under each of the appropriate race categories and break them down by gender.

**Residency:** Enter the total number of **new and returning** batterers under each of the residency categories.

In Subgrantee Service Area--represents number of batterers broken down by gender who reside in the subgrantee's program service area according to the KCSDV map.

Out of Subgrantee Service Area--represents number of batterers broken down by gender who reside out of the subgrantee's program service area according to the KCSDV map.

**Background of Batterers:** Enter the total number of batterers in each category who were abused as children or witnessed abuse during their childhood.

**Law Enforcement Intervention:** Enter the number of precipitating incidents where law enforcement intervened.

**Services Provided:** Enter the number of services received by batterers during this

reporting period. Enter the total number of hours spent in providing each of the services counted.

**Service Definitions:**

Counseling--face-to-face counseling services provided to batterers by subgrantee staff.

Follow-Up Contact--face-to-face, by telephone, or written communications provided to batterers to monitor their progress.

Individual Therapy--intensive professional mental health treatment provided to batterers by a current staff member who is licensed in Kansas to provide such services. **Do not** mark this category if batterers are referred to another agency to receive this service.

Group Treatment/Support--treatment or support in a group setting to include self-help, peer, social support, psycho/educational, etc.

Batterer-Related Calls--phone calls received from batterers.

Information & Referral--information and referrals provided to batterers in a **face-to-face** setting.

Other--**face-to-face** services not previously listed which are provided to batterers.

**Precipitating Incidents:** This is the incident that caused the batterer to contact the subgrantee. Enter the total number of incidents where alcohol/drug involvement or weapons were used under all appropriate headings.

Weapon--number of victims, abusers, or both using a particular weapon during the precipitating incident. If the "body" was used, e.g. fists, teeth, etc., it should be marked. The "other" category should be used if objects were used other than those listed above, e.g. telephone receiver, vase, shoe, etc.

Alcohol/Drug Involvement--number of victims, abusers, or both using alcohol or drugs during the incident.

Emergency Medical Intervention--number of victims, abusers, or both needing medical assistance as a result of the precipitating incident.

**Number of Children:** Enter the number of children present and those who were physically or sexually abused during the precipitating incident.

**\*Total number of batterers reported in Age of Batterers, Participation Status, Race of Batterers, and Residency should all reconcile with each other.**